

9 May 1963

**MEMORANDUM FOR: Chief, Acquisitions Branch**

**SUBJECT: Procurement of Foreign Annuals**

**REFERENCE: My memorandum of 26 March and your reply of 7 May, 1963,  
same subject**

1. According to your memorandum, all renewals or new orders for foreign annuals have been sent out except for those currently in process in the Europe Unit. The fact that they have just been sent out is deplorable and I hope will not happen again. I am not completely sympathetic to the statement that machine runs were so poor that this contributed in part to the delay. If I could be assured that Acquisitions Branch changes, corrections and coding were prompt and accurate, I would be more receptive to such an excuse.

2. Furthermore, I do not believe changing the ordering from a calendar to a fiscal basis will improve anything. If I remember correctly, we did have the fiscal basis procedure two or three years ago and decided to discard it because some posts were confused as to which edition of the annuals they were to send.

3. No system devised can improve prompt attention. Recognizing the vagaries of publishing throughout the world, I admit that one cannot establish uniform procedures acceptable from the time point of view for each of your Units. The overriding philosophy they can all adopt is promptness. I suggest that with but few exceptions, all annual renewals should be in the field by no later than the end of January of any given year. If posts are concerned with what type of funds to use, let them use [redacted] money.

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4. I am sure there are many ways open to your Area Coordinators to improve by at least 3 months the sending out of orders for foreign annuals.

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